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DDA 86-0167/7
14 March 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 14 March 1986

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3. A memorandum was sent from OC to the Deputy Manager, National Communications System (NCS), which outlined concerns with recent NCS activities. These concerns center on unilateral actions taken by the NCS under the recently enacted National Security Decision Directive 201. These subjects will be discussed further at the 27 March 1986 NCS Committee of Principals meeting.

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6. The Office of Information Technology (OIT) installed the Decision Support and Information System for Terrorism (DESIST) DIA network at CIA Headquarters on 12 March. OS will now begin testing the network security.

7. Acting Chief, Europe Division (DO/EUR) has given his approval for the transfer of necessary funds to OIT to begin work on a project in support of Europe Division. The project involves the development of an Expert System and Artificial Intelligence techniques for personnel planning and other EUR activities.

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8. OIT began training for the customers of the new non-secure telephone system on 3 March 1986. So far, the courses and related material have been very well received. Classes are full and we have trained in excess of [] people.

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9. A special meeting was arranged this past week to discuss minority recruitment with Councilman Richard Alatorre, who represents the 14th District of Los Angeles. The Office of Personnel (OP) emphasized the importance of the Agency's minority recruitment effort in general and the Hispanic program in particular. After much dialogue and a visit to the [] and Headquarters facilities, OP was able to remove his initial suspicions, and he offered his assistance in our ongoing minority recruitment effort. The Councilman's initial suspicions, however, do highlight and bring vividly into focus the task we face in reaching and educating the minority population in the U.S.

10. As part of the preparation for internally administering a retirement system for all Agency employees, an OP/Retirement Division representative visited the National Personnel Records Center (NPRC) in St. Louis, Missouri. The NPRC is primarily responsible for the maintenance and retention of current and former military and Federal civilian employee records. Our representative

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was well received at the Center and was provided a tour as well as a briefing of the policy and procedures used by the center. In addition, important contacts within NPRC have been developed to assist us in administering our own retirement program.

11. The Stackig, Sanderson & White Advertising Agency has provided three proposed advertisements directed specifically at the legal, teaching and military professions. The ads are designed primarily to reach potential candidates for the DO direct hire program; but, hopefully, there will be considerable fall-out for the Career Training Program as well. The ads are well-written, and the first newspaper ad will appear in The Washington Post on 16 March. Ads also will be placed in professional journals as soon as publishing deadlines permit.

12. The recent addition of an extended dependent health insurance plan for children of Agency employees enrolled in the Association Benefit Plan (ABP) has been well received. Currently 54 children have been enrolled, and 32 additional applications have been mailed to interested parties. We anticipate this enrollment will be increased further during a special enrollment period between 1 April and 15 May, during which time children who became age 22 between 1 January 1984 and 30 September 1985 may also apply.

13. The pilot running of the one-week Integrated Configuration Management course, taught by Dr. Leo Egan from UCLA School of Engineering, ended on 7 March. The course is part of the Office of Training and Education's (OTE) Scientific Seminar Series and it provided managers with the framework for technical management and the basis for managing engineering changes in an operational environment. The 18 students were from the Directorate of Science and Technology (DS&T). Because there is significant interest for this course in the DS&T, it will run again in FY 87.

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✓ 19. To assist in the concrete pours for the new Headquarters Building, Centex, the new building contractor, has formally requested that the construction site be open an additional hour each weekday with starting time commencing at 0530 rather than 0630. Although site security resources are sorely strained, this request is being accommodated.

✓ 20. OL has received drawings from Dewberry and Davis, the Virginia Highway Department's roadway design consultant, on the Route 123/193 road improvements project. Several options for landscaping, intersection alternatives, berm treatments, and signage are depicted in the drawings. This material will be used in future briefings to citizens groups, elected officials, and senior Agency managers.

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